

## **CHAPTER 9. PROCESSING OF URGENT AND EMERGENCY MEDCASE REQUIREMENTS**

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### **9-1. INTRODUCTION**

a. The nature of the MEDCASE program is such that true emergency situations should be rare. A properly managed MEDCASE program at the activity (which includes a clear and well distributed Standard Operating Procedure (SOP) explaining how to use the MEDCASE program to acquire equipment should be responsive to most equipment requirements for an activity. Nonetheless, instances will arise where routine requirement approval procedures will not be able to respond in a timely enough manner.

b. **URGENT REQUIREMENTS.** Urgent requirements are those which must be both approved and executed during the current execution year.

c. **EMERGENCY REQUIREMENTS.** Emergency requirements are those in which the item is required to save life, prevent suffering, distress, or loss of faculty or limb.

### **9-2. URGENT MEDCASE REQUIREMENTS**

a. **PROCESSING.** Unless otherwise indicated, urgent requirements are processed for approval in the same manner as routine MEDCASE program requirements. MEDCASE requirements which are considered to be urgent should be clearly labeled as such on the top margin of the DA Form 5027-R, and should contain the FY of the current execution year in the ACN.

b. **EXPEDITED PROCESSING.** When necessary, the processing of urgent requirements can be expedited through direct coordination with the MEDCASE station manager at the USAMMA, and approval status provided by telephone. Requests for the expedited processing of urgent requirements may be requested by telephone. Telephonic requests shall be followed-up and justified in writing.

c. **EXECUTION.** Urgent requirements must be approved before they can be executed. Once approved, an urgent requirement should be funded from an activity's MEDCASE program ahead of other, less urgent, approved requirements on the Commander's Priority List. If funds are not available in the station account, a memo requesting funds, signed by the activity commander, then forwarded through the RMC/MSC to USAMEDCOM is required.

(1) LOA requests for urgent requirements will be made verbally and electronically. USAMMA may accept LOA requests by telephone, in which case the activity shall follow-up with a written justification within one working day.

(2) Requisitions for urgent requirements will be mailed to U.S. Army Medical Materiel Agency, ATTN: MCMR-MMT-C, 1423 Sultan Dr., Ste 100, Fort Detrick MD 21702-5001 or FAX 301-619-4480/DSN 343-4326, for processing and passing to the appropriate supply center.

### **9-3. EMERGENCY MEDCASE REQUIREMENTS**

a. **APPROVAL.** Emergency requirements shall be processed in the most expeditious manner possible.

(1) The use of similar equipment from within the facility or on loan from another activity shall be the first source considered for emergency requirements. In most cases, an item of equipment can be moved to the point of need faster than the item can be acquired. Through use of the Asset Visibility System, USAMMA will assist an activity in locating the nearest available equipment capable of meeting the requirement.

(2) If it is determined that the emergency requirement cannot be met in time through the use of similar or borrowed equipment, and the MEDCASE requirement does not have formal approval, the activity may initiate acquisition action upon the verbal approval of the Regional Medical Command/Major Subordinate Command or USAMMA, whichever is applicable.

(3) If deemed necessary by the activity commander to save life, or to prevent suffering, distress, or loss of faculty or limb, acquisition action may be initiated immediately without regard to the formal approval status of a MEDCASE Program requirement. In such cases, the activity must advise the Regional Medical Command and USAMMA as soon as possible after the fact. A DA Form 5027-R/5028-R, if not already in process, must be initiated and submitted through MEDCASE approval channels within two working days after initiation of acquisition action.

b. **EXECUTION.** Emergency requirements will be executed regardless of funding constraints, with after-the-fact adjustments made by the command, as necessary, to the activity's station account.

(1) If the item can be obtained through local procurement, an LOA fund cite may be provided telephonically by the USAMMA. If the USAMMA cannot be contacted in time, and the activity commander deems it necessary to save life, or to prevent suffering, distress, or loss of faculty or limb, local procurement may proceed without the formal certification of funds by USAMMA. In such cases, the activity must advise the parent command and USAMMA as soon as possible after the fact, with explanation/justification submitted by message within 24 hours after initiation of acquisition action.

(2) If the item cannot be obtained locally, an emergency requisition can be called in to USAMMA to be passed to the Emergency Supply Operations Center (ESOC) at Defense Supply Center Philadelphia (DSCP).